

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number 18FDOJ170003 - 0000 - 0001
 GT&C # Order # Amendment/Mod #

DEPARTMENT AND/OR AGENCY											
1.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;"></th> <th style="width: 40%;">Requesting Agency of Products/Services</th> <th style="width: 45%;">Servicing Agency Providing Products/Services</th> </tr> <tr> <td style="padding: 5px;">Name</td> <td style="padding: 5px;">U.S. Department of Justice, Office of Information Policy</td> <td style="padding: 5px;">U.S. General Services Administration / Technology Transformation Service</td> </tr> <tr> <td style="padding: 5px;">Address</td> <td style="padding: 5px;">1425 New York Ave, NW, ste 11050 Washington, D.C. 20530</td> <td style="padding: 5px;">1800 F Street, N.W. Washington, D.C. 20405</td> </tr> </table>		Requesting Agency of Products/Services	Servicing Agency Providing Products/Services	Name	U.S. Department of Justice, Office of Information Policy	U.S. General Services Administration / Technology Transformation Service	Address	1425 New York Ave, NW, ste 11050 Washington, D.C. 20530	1800 F Street, N.W. Washington, D.C. 20405	
	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services									
Name	U.S. Department of Justice, Office of Information Policy	U.S. General Services Administration / Technology Transformation Service									
Address	1425 New York Ave, NW, ste 11050 Washington, D.C. 20530	1800 F Street, N.W. Washington, D.C. 20405									
2. Servicing Agency Agreement Tracking Number (Optional) _____											
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>											
4. GT&C Action (Check action being taken) <input type="checkbox"/> New <input checked="" type="checkbox"/> Amendment – Complete only the GT&C blocks being changed and explain the changes being made. Block 7 - Agreement Type updated to Multiple Order IAA Block 9 - Estimated agreement amount is increased by \$245,500 to cover a new order under this GT&C. The updated agreement amount is \$576,741. <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.											
5. Agreement Period Start Date <u>04-14-2017</u> End Date <u>09-30-2017</u> of IAA or effective cancellation date <div style="text-align: center;">MM-DD-YYYY MM-DD-YYYY</div>											
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> <div style="text-align: center;">Other Renewal <input type="checkbox"/> State the other renewal period: _____</div> No <input checked="" type="checkbox"/>											
7. Agreement Type (Check One) <input type="checkbox"/> Single Order IAA <input checked="" type="checkbox"/> Multiple Order IAA											
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation <div style="font-size: small;">Note: Specific advance amounts will be captured on each related Order.</div>											

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9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost \$576,741.00
Overhead Fees & Charges _____
Total Estimated Amount \$576,741.00

Provide a general explanation of the Overhead Fees & Charges
The estimated agreement amount is based on GSA's costs of providing the services under this IAA. Reimbursement of GSA's costs is described further in the Statement of Work.

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☐ Other Authority ☒

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
28 U.S.C. § 530C

b. Servicing Agency's Authority (Check One)

Franchise Fund ☐ Revolving Fund ☐ Working Capital Fund ☐ Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

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13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

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20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Melanie Ann Pustay	Rob Cook
Title	Director, Office of Information Policy	Commissioner, TTS
Telephone Number(s)		
Fax Number		
Email Address	Melanie.A.Pustay@usdoj.gov	rob.cook@gsa.gov
SIGNATURE	MELANIE PUSTAY <small>Digitally signed by MELANIE PUSTAY Date: 2017.08.01 08:42:10 -04'00'</small>	e-Signed by Vladlen David Zvenyach on 2017-08-02
Approval Date		

**U.S. General Services Administration, Technology Transformation Service, 18F
and
U.S. Department of Justice**

**FORM 7600A, ATTACHMENT 1
Additional Clauses**

1.0 Funding and Reimbursement

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

2.0 Billing Instructions/Support Documentation for Expenditures

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

3.0 Requesting Agency Program Office Responsibilities

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

4.0 Project Completion and Closeout

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

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After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

5.0 Accessibility of Electronic and Information Technology

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

6.0 Free and Open Source Policy

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

github.com/18F/open-source-policy/blob/master/policy.md

7.0 Communications

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication.

8.0 FITARA Review

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

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IAA#: 18FDOJ170003**Order#: 0002****STATEMENT OF WORK FOR 18F SERVICES TO BE PROVIDED TO DOJ****1.0 BACKGROUND**

The Office of 18F (18F) within General Services Administration's (GSA) Technology Transformation Services (TTS), is a team of designers, engineers, product managers, and strategists. 18F is a technology consultancy for the government, inside the government, that works with federal agencies to successfully deliver efficient, easy-to-use digital services. 18F works in the open to build systems that focus on the needs of customers through human-centered design while using agile development techniques to move quickly and reduce risk.

The Requesting Agency, for purposes of this Statement of Work (SOW), is the Department of Justice (DOJ), Office of Information Policy. DOJ is charged with building a consolidated online Freedom of Information Act (FOIA) request system to meet statutory requirements contained in the FOIA Improvement Act of 2016. Overall, DOJ is looking to improve the FOIA process for requesters and agencies alike. This SOW is in support of the DOJ effort to implement the FOIA request system that allows a member of the public to submit a request for records under to any agency (that is subject to FOIA) from a single website.

In the previous phases of this project, DOJ engaged with 18F to conduct discovery activities to help define a vision for this project as well as a roadmap for improving the FOIA experience. To that end, DOJ is now engaging with 18F to complete a technical implementation of the FOIA request system collaboratively by beginning the development of core functions identified by the discovery activities. The core functions of the system will be validated by user research and prioritized collaboratively by 18F and the partner prior to being released to requesters and agencies alike. Specifically, these core functions will focus on identifying interoperability options for the technical implementation of the FOIA request system as well as supporting federal agencies as they work to identify their own interoperability options and timelines. The objective of this work is to enable DOJ to see how requesters and agencies interact with the released functionalities. These user interactions with the technical implementation (along with continued facilitated testing) will serve as a basis for the prioritization of additional functionality in future phases of work.

2.0 APPROACH

18F takes an agile and human-centered approach to developing digital products and services. This means 18F divides work into short periods of iteration (often two weeks each), in which a scope of work is planned, executed, and tested with users in order to inform the next iteration. This approach relies on experimentation and stakeholder feedback and helps ensure that our deliverables meet the needs of end users that DOJ serves.

18F uses Free and Open Source Software (FOSS), which is software that does not charge users a purchase or licensing fee for modifying or redistributing the source code, in our projects and contributes back to the open source community. This code is dedicated fully to the public

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domain. 18F also publicly publishes all source code created or modified by 18F, whether developed in-house by government staff or through contracts negotiated by 18F. For more information, see our open source policy (<https://github.com/18F/open-source-policy/blob/master/policy.md>). For more information on how 18F works, visit our partnership playbook (<https://pages.18f.gov/partnership-playbook/index.html>).

In order to deliver an appropriate solution that meets core user and business needs, 18F will conduct user research and prototyping activities as part of completing the technical implementation. This work will be done over a period of four weeks by working through a backlog of user stories prioritized by the direction established in previous phases of the project as well as ongoing user and stakeholder feedback. This will enable the 18F team to focus on the highest technical priority features, as collaboratively determined by 18F and DOJ. 18F and DOJ will continually prioritize the backlog based on data capabilities, timeline, and/or budget restrictions throughout the course of this engagement. DOJ and 18F reserve the right to reassess the needs and functionalities to be released as the technical implementation is completed to serve the ultimate business goals within the timeframe allotted. Any transition efforts to be completed by 18F to further or transfer development and maintenance of the technical implementation to DOJ may be completed in future follow-on phases of work and do not fall under the terms of this engagement.

The team will use a variety of activities and techniques to accomplish all of these goals, including user research, stakeholder interviews, prototyping, and usability testing. As such, it is essential that 18F has the support of a dedicated and empowered Product Owner within DOJ who is responsible for representing the project and its deliverables within the DOJ and ensuring that 18F has the necessary access to relevant materials, users for testing, and stakeholders. The Product Owner should be able to make decisions independently and serve as the “champion for the project,” by offering strategic advice and ensuring the active participation of key stakeholders for the duration of the project.

To ensure a productive work environment, DOJ will provide access to the following upon request by 18F:

- Key personnel, including a dedicated Product Owner and other executive and staff-level agency employees, that can actively guide 18F in its work by providing subject matter expertise and strategic advisement.
- Documentation and data as available and appropriate (for example, data sets, previous research, etc).
- Facilities and equipment (including necessary access credentials)
- Key users and vendors for research and testing, with the following actions to provide for appropriate lines of responsibility between Requesting Agency, 18F, and Requesting Agency contractors and vendors:

- (1) The Requesting Agency point of contact and 18F will coordinate in writing, in advance, on the identities of any Requesting Agency contractors or vendors whom Requesting Agency directs 18F to interact with to perform the work for Requesting Agency that is set out in this agreement.

- (2) Requesting Agency will advise its contractors or vendors whom it directs to interact with GSA/18F staff of the following, as Requesting Agency determines is appropriate:
 - (a) GSA/18F staff are federal employees performing work for Requesting Agency;
 - (b) the contractor/vendor should be aware of the identity of their Requesting Agency Contracting Officer. GSA/18F staff have no authority to make decisions related to the contract; only the Requesting Agency Contracting Officer does;
 - (c) GSA/18F staff are in an information gathering stage, at most in an advisory role to Requesting Agency, not in a decision-making role.
- (3) For any meetings or other communications that include both 18F staff and Requesting Agency contractors or vendors, Requesting Agency will determine if it is appropriate to send an Requesting Agency representative (such as the Administrative Contracting Officer, Contracting Officer's Representative, or other designee) to participate.
- (4) GSA/18F employees will copy the Requesting Agency point of contact on emails (and other communications, as practicable) that include contractors or vendors, and will coordinate closely with the Requesting Agency point of contact on all matters involving contractors or vendors.

3.0 DELIVERABLES AND TIMELINE

18F will provide the Requesting Agency with the following:

1. A kickoff workshop to review the research findings and/or the prioritization of the agreed-upon backlog created during previous phases of work specific to interoperability, content migration and migrating the functionality of foia.gov to the new FOIA request system.
2. Continuation of research activities (interviews, workshops, design studios) to identify additional areas for potential research and development. As part of this project, 18F may undertake a combination of user research and prototyping activities to further inform the technical implementation of the FOIA system's interoperability. **User research** involves techniques and methods (such as those described at <https://methods.18f.gov/discover/>) to help understand users' motivations and inform what adjustments should be made to reach the desired outcomes. For DOJ, this will include collecting information from key stakeholders, users, and federal agencies to further determine what features, functionality, and content organization should be addressed in the desired solution specific to interoperability as well as content and foia.gov functionality migration.
3. Creation of prototypes to test hypotheses about user interoperability needs and to assess the feasibility of specific approaches. **Prototyping** is aimed at testing the hypotheses and assessing the viability of potential solutions, both technically and in terms of what DOJ can support. Prototypes can vary from simple wireframes to coded web pages, and while they may be representative of the end product, they should not be considered of launch-ready quality. They are also not a substitute for an MVP and may not have all of the features of a launch-ready product. They are rather lightweight experiments aimed at exploring unknowns, such as how users may respond to a

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proposed interface, and are meant to advance our understanding of potential solutions. Prototyping clarifies complexity and mitigates risk for this implementation phase.

4. Collaboratively working within the established resources and timeline with DOJ for four weeks to complete a technical implementation with interoperability options based on the agreed-upon backlog and governed by rigid prioritization. 18F will not complete everything in the product backlog, but will work with the product owner to build the most important interoperability features by implementing small units of functionality, demonstrating progress, and assessing next steps. At the conclusion of this effort, 18F will have built options for interoperability with agencies that have been informed by user research and testing and which meets the stated business goals of the DOJ. 18F will also identify tasks and user stories necessary for migrating content and functionality of foia.gov to the new FOIA request system, including organizing, testing, editing, and migrating content as well as developing and testing the system's information architecture. Lastly, 18F will deliver a set of recommendations for how the DOJ should evolve beyond the technical implementation being completed in this current phase of work. Based on what is known at this time, these recommendations could potentially include:
 - **Additional user hypotheses and design guidelines:** Descriptions of additional agency users who will utilize interoperability and their needs, along with additional guidelines for what the experience for these users should be. Related activities will include direct-observation user research.
 - **Additional feature recommendations:** A supplementary list that further identifies key functionality (in the form of user stories), initially prioritized by importance/user need, as determined by the results of research and prototyping around the technical implementation.
 - **Additional focus areas:** A broad set of existing opportunities that were not prioritized while completing the technical implementation that could be incorporated into prioritized feature recommendations in a follow-on phase.
5. Training or coaching required to accomplish the goals of this engagement collaboratively prioritized by 18F and DOJ. This will include training on agile software development methodology for DOJ. 18F will collaborate with DOJ to coordinate the scheduled and content of each training session.

The following timeline is aimed at providing relative direction around the timing of key activities and deliverables. It assumes a four week timeline for completing the technical implementation and is subject to change dependent on the needs of the engagement. 18F will collaborate with DOJ on any changes to the timeline, which is meant to serve as a guide rather than a firm commitment to explicit deadlines. All day estimates assume readily available stakeholders and access to users. Additionally, all day estimates assume business days and do not include federal holidays.

Deliverable	Estimated Completion Date
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Kickoff meeting to review the prioritized product backlog specific to interoperability, content migration, and migrating the functionality of foia.gov to the new FOIA request system	Set upon mutual agreement of both parties following the execution of this agreement
Assembling of recommended agency interoperability options (i.e. technical options that the site will use to send agencies FOIA request data) based on findings from discovery activities and the continuation of research and prototyping	< First third of the engagement from kickoff meeting
Identification of tasks and user stories necessary for migrating content and functionality of FOIA.gov to the new FOIA request system	< Second and final third of the engagement from kickoff meeting
Provide advisement and assistance to agencies identifying interoperability options and timeline, answering questions related to development necessary to support interoperability for the FOIA request system	On-going from kickoff
Abbreviated project handoff and/or new IAA for further expansion of features and effective transition	Within final month of engagement

4.0 REIMBURSEMENT

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs, charged at current rates (2) non-labor costs, contracted services, travel, and related expenses under this agreement.

The cost estimate for this project is **\$245,500** and is based on a cross-functional team of strategists, designers, researchers, and engineers for the MVP to be assembled and the travel needed to support them.

5.0 USE OF CONTRACT SERVICES

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18F may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

6.0 PROJECT STATUS AND REPORTING

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, and risks and issues. The exact format of status reports will be determined collaboratively by 18F and the Requesting Agency and may consist of meetings, standups, a scrum board, or a combination thereof. GSA will also provide a status of financial accounting on a monthly basis. The majority of status meetings will happen over conference calls and/or video conferences to accommodate 18F's distributed team.

7.0 ADDITIONAL FUNDING

Depending on the outcome of this engagement, TTS and DOJ may agree to proceed with future phases of work. One such phase may include front end web development, which is a separate and distinct functionality from the National FOIA portal. Subject to availability of funds and TTS having the authority to provide funding for this project, TTS may utilize up to \$500,000 of the Federal Citizen Services Fund to pay for the work on the front end web development functionality. This clause is informational only and not intended to obligate any funding. DOJ and TTS agree to not combine funding to pay for the development of the National FOIA portal, and that the two funding sources will pay for separate and distinct components of the overall project.

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U.S. General Services Administration, Technology Transformation Service, 18F

and

U.S. Department of Justice

7600B, ATTACHMENT B

Full Text for 7600B, Line 35

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.

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7600B, ATTACHMENT C

Economy Act (31 U.S.C. 1535) Determinations

In accordance with the Economy Act 31 U.S.C. 1535, the requesting agency intends to enter into an interagency agreement with the servicing agency, GSA. I hereby determine the following:

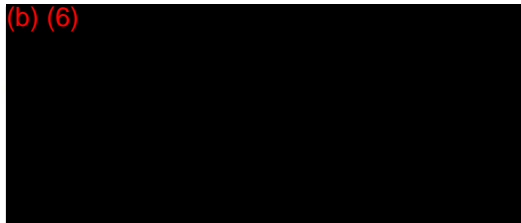
- A. The requesting agency has a need for the servicing agency to provide services. The total cost of the agreement is estimated to be **\$245,500**.
- B. The goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise.
- C. The servicing agency is able to provide or get by contract the ordered goods or services.
- D. The order is in the best interest of the United States Government

Print Name

Melanie Ann Pustay

Signature

(b) (6)

A large black rectangular redaction box covering the signature area.

Date

8/1/2017

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Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

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PRIMARY ORGANIZATION/OFFICE INFORMATION

24.	Requesting Agency	Servicing Agency
Primary Organization/Office Name	U.S. Department of Justice, Office of Information Policy	U.S. General Services Administration / Technology Transformation Service
Responsible Organization/Office Address	1425 New York Ave, NW, ste 11050 Washington, D.C. 20530	1800 F Street, N.W. Washington, D.C. 20405

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☒ **New**

☐ **Modification** (Mod) – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line** (Block 26) if the mod involves adding, deleting or changing **Funding for an Order Line**.

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

26. Funding Modification Summary by Line	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$	\$	\$	\$	\$ 0.00
Funding Change for This Mod	\$	\$	\$	\$	\$ 0.00
TOTAL Modified Obligation	\$ 0.00	\$ 0.00	\$0.00	\$ 0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$ 0.00
Net Modified Amount Due	\$ 0.00	\$0.00	\$0.00	\$ 0.00	\$0.00

27. Performance Period Start Date 08-10-2017 - PAN End Date 09-30-2017
 For a performance period mod, insert the start and end dates that reflect the new performance period.
 MM-DD-YYYY MM-DD-YYYY

IAA Order

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28. Order Line/Funding Information										Line Number _____							
				Requesting Agency Funding Information						Servicing Agency Funding Information							
ALC		15-01-0004								47-00-0016							
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	E POA	A	MAIN	SUB	
			015	2017	2017		0129										
OR Current TAS format										47X45341							
BETC		DISB								COLL							
Object Class Code (Optional)		2590															
BPN		137394982 135768708								08-044-1469							
BPN + 4 (Optional)																	
Additional Accounting Classification/Information (Optional)		0A8402								2017-F-00-285F-DS11-Q00XF000-AF151-18F Billable							
Requesting Agency Funding Expiration Date <u>09-30-2017</u> MM-DD-YYYY									Requesting Agency Funding Cancellation Date <u>09-30-2022</u> MM-DD-YYYY								
National Portal FOIA Discovery																	
Project Number & Title																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)																	
See Form 7600B, Attachment A Statement of Work																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
Breakdown of Reimbursable Line Costs									OR Breakdown of Assisted Acquisition Line Cost:								
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
1		\$245,500.00		\$ 245,500.00				Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges				\$				Advance for Line (-)		\$							
Total Line Amount Obligated				\$ 245,500.00				Net Total Cost		\$ 0.00							
Advance Line Amount (-)				\$				Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due				\$ 245,500.00													
Type of Service Requirements																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	

IAA Order

IAA Number 18FDOJ170003 - 0002 - _____ Servicing Agency's Agreement
GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ _____ [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ _____ and Number of Months _____
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. _____

30. Total Net Order Amount: \$ 245,500.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

- ☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

Form 7600B, Attachment C: Economy Act Determinations

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) _____

34. Payment Terms (Check One)

30 days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation): _____

IAA Order

IAA Number 18FDOJ170003 - 0002 - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

APPROVALS AND CONTACT INFORMATION

37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Melanie Ann Pustay	Rob Cook
Title	Director, Office of Information Policy	Commissioner, TTS
Telephone Number		
Fax Number		
Email Address	Melanie.A.Pustay@usdoj.gov	rob.cook@gsa.gov
SIGNATURE	MELANIE PUSTAY <small>Digitally signed by MELANIE PUSTAY Date: 2017.08.01 08:43:55 -04'00'</small>	e-Signed by Vladlen David Zvenyach on 2017-08-02
Date Signed		

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds **are accurately** cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency **Funding Official** signs to **start the work, and to bill, collect,** and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Cyntoria Carter	Paula Netro
Title	Director, CEO	OCFO Financial Management Analyst
Telephone Number	(b) (6)	
Fax Number		
Email Address	cyntoria.carter@usdoj.gov	paula.netro@gsa.gov
SIGNATURE	CYNTORIA CARTER <small>Digitally signed by CYNTORIA CARTER Date: 2017.08.02 11:16:16 -04'00'</small>	Paula Netro <small>Digitally signed by Paula Netro DN: cn=Paula Netro, o=GS&A, ou, email=paula.netro@gsa.gov, c=US Date: 2017.08.10 12:03:51 -05'00'</small>
Date Signed		8/10/2017

IAA Order

IAA Number 18FDOJ170003 - 0002 - _____ Servicing Agency's Agreement
 GT&C # Order # Amendment/Mod # Tracking Number (Optional) _____

CONTACT INFORMATION		
FINANCE OFFICE Points of Contact (POCs) The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Tina Lewis	Jackie Xu
Title	Sr. Financial Specialist	Innovation Specialist
Office Address	950 Pennsylvania Ave, NW, Room 7113 Washington, DC 20530	1800 F Street, NW Washington, D.C. 20006
Telephone Number		
Fax Number		
Email Address	Tina.A.Lewis@usdoj.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)	WANDA WATTS <small>Digitally signed by WANDA WATTS Date: 2017.08.02 11:57:45 -04'00'</small>	
40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency) This may include CONTRACTING Office Points of Contact (POCs).		
	Requesting Agency	Servicing Agency
Name	Bobak Talebian	Leah Bannon
Title	Chief, FOIA Compliance Team	
Office Address		
Telephone Number		
Fax Number		
Email Address	bobak.talebian@usdoj.gov	leah.bannon@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		

IAA#: 18FDOJ170003

Order#: 0002

**GSA Chief Information Officer
Federal Information Technology Reform Act (FITARA)
Review**

7600B Attachment D

In accordance with the Federal Information Technology Acquisition Reform Act (FITARA), CIOs shall have a significant role in the decision processes for all annual and multi-year planning, programming, budgeting, and executing decisions, and the management, governance, and oversight processes related to information technology.

GSA may not enter into a contract or other agreement to acquire information technology (IT) or IT services for internal purposes, unless the contract or other agreement has been reviewed and approved by the Chief Information Officer of GSA or, in the case of a non-major IT investment, as defined by OMB, an individual delegated by the CIO who reports directly to the CIO. In addition, TTS Policy for GSA Information FITARA Review requires GSA-CIO review and approval for all internal TTS contracts or agreements, as well as review and approval for external TTS contracts or agreements that leverage GSA IT platforms, security or infrastructure. The purpose of this attachment is to signify that the GSA-CIO has reviewed and approved this agreement between **DOJ** and TTS for work to be done on **the National FOIA Portal**.

e-Signed by Steve Grewal
on 2017-08-07

David Shive, Chief Information Officer
General Services Administration

Date